

BUILDING DEPARTMENT
(847) 395-9462
FAX: (847) 395-9482
Hours: 7:30 a.m. – 4:00 p.m.
**NEW CONSTRUCTION
SINGLE FAMILY HOME**

PERMIT REQUIREMENTS

- Four sets of plans required with architectural seal.
- Four site plans.
- List of Subcontractors with phone numbers and addresses.
 - State Plumbing Bond and State Plumbing License.
 - Electrician's License and Liability Insurance with a minimum of one million dollar coverage.
 - Excavator must provide a \$10,000 Surety Bond in original form. No copies or facsimiles will be accepted.
 - Irrigation company must provide a \$10,000 Surety Bond in original form. No copies or facsimiles will be accepted. Additionally, a letter accepting responsibility for any equipment installed in the parkway shall accompany the permit.
 - For commercial properties - the roofer must be licensed. Provide the license number on the permit application.
- For commercial properties – the Use Group (per Sec. 203.4) and Construction Type (per Section 404.1) must be provided on the permit application.
- For residential properties – list number of bedrooms, patio, deck and alarm. If none, state “NONE”.
- Estimated Cost to Complete.
- Square Footage.
- Number of Stories.
- PIN Number of Property.

INSPECTIONS REQUIRED

1. Footing
 - a. Wall/Foundation (if Rebar is required)
2. Sewer/Water
3. Backfill
4. Underground Plumbing
5. Slab (Visqueen/reinforcement if necessary).
6. Electrical Service
7. Rough Framing/Mechanicals
8. Insulation
9. Drywall prior to taping
10. Alarm (if applicable – 48 hours prior to final)
11. Final